

Career and Technical Education State Approved Program
CIP Program Self Review 2003-2008
Teacher Completion Instructions

Attachment #4

The Career and Technical Education (CTE) program review is an important part of insuring quality instructional delivery to your students. The CIP Program Self Review process is designed to be a growth experience for teachers and administrators. The information will be reviewed and utilized within the TRAC system to help identify area concerns and technical assistance needs.

It is important that you complete this document based on your knowledge of your program and information that is available to you as a CTE instructor. Please organize evidence by categories.

Make one copy of the completed document to keep in your files along with all required evidence you have assembled. Return the original CIP Self Review to your regional administrator. The regional administrator will forward a summary of program self-reviews to the Office of Career and Technical Preparation (OCTP).

If you need further clarification on this document or process, please contact your administrator or any program consultant in OCTP at (517) 373-3373.

Thank you for your dedication to excellence. We look forward to visiting some of your programs.

How to read your CIP Self Review form:

- **Instructional staff and CTE Administrators should collaborate** in the completion and collection of evidence for this self-review.
- The left hand column provides information relevant to each program criterion. This information includes citation of authorizing legislation and State of Michigan policy documents. All categories have been assigned a Priority Level for the continuation of State Approval.
- Required evidence is printed in bold type or boxes next to each criterion.
- Legislation is in grey
- **Administrator must complete Yes/No checkboxes**

Filling out your CIP Self Review form:

Fill in the information requested. Please provide program specific information.

- Program Staff – C01: This page may be copied if there are additional teachers in the program.
- Professional Development – C02: Copy this page as necessary for each teacher.
- Additional Program Staff : – C03: This page may be copied for additional paraprofessionals and/or aides. Each aide and/or paraprofessional working in and with the program should be listed. (Does not apply to Family Consumer Sciences).
- Additional Program Staff Professional Development – C04: Para Professional Development.
- Successful Completer Information – C05: Confirm local agency process for identifying that a local program completer aligns with the state definition.
- Established Advisory Committee – C06

- Expenditure of funds are within allowable categories – C07
- Facilities – C08
- Classroom safety – C09: School should seek inspection and review by appropriate safety agency
- Implementation of standards/Course content – C10
- Course instructional time – C11: Confirmed with master building schedule
- Recommended Equipment – C12
- Strategies to eliminate barriers – C13: For a non-traditional list, see your CTE Administrator or the OCTP web site
- Work Based Learning – C14
- Leadership activity/career and technical student organization participation – C15: If the program does not have a CTSO, leadership activities must be demonstrated equal to those offered by a CTSO and evidence must reflect those activities.
- Postsecondary-Secondary – C16: Alignment/linkages if you check Tech Prep, appropriate current evidence must be supplied.
- Unique program features – C17: Please provide information you wish to highlight about your program that has not been covered in the review.
- Technical assistance – C18: How can we help you as a state organization?

Career and Technical Education State Approved Program

Program Self Review

Date of review: _____

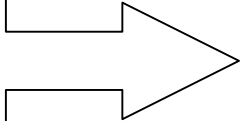
CIP Code: _____

CEPD: _____

Contracted Program?	
Yes	No

Tech Prep program? Yes No

*The following items are indicators of compliance with program funding guidelines (CTE Perkins, State Added Cost, Administrative Guide) and program quality. For each item, the established criteria must be fully met. This self-review must be completed by the program instructor(s) and Administrator in charge of Career and Technical Education. **Supporting documents / evidence must be kept on file at the site/location and readily available during onsite review.***

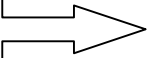
Program Criteria	Evidence	Yes	No
C01 - PROGRAM STAFF <div style="background-color: #cccccc; padding: 5px;"> Carl D. Perkins, 114.2, B iii <i>Administrative Guide for Career and Technical Education in Michigan 2004, Section T</i> </div> OCTP Priority Level 1 Each teacher completes this page <i>EACH TEACHER SHOULD COMPLETE THIS PAGE AND PROVIDE EVIDENCE</i>	<p>Program Staff: Teacher is appropriately certificated</p> <p>Name of Instructor: _____</p> <p>Appropriately Certificated Teacher – Michigan Teaching Certificate Number: _____ Other name(s) under which certification is/has been held: _____ Expiration date: _____ Endorsement(s): _____</p> <p><i>Check only those that apply:</i> Current valid Michigan teaching certificate: One or More of the Following Applies</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 60%;"> <input type="checkbox"/> Permanent Certificate <input type="checkbox"/> Continuing Certificate <input type="checkbox"/> 30 Hour Continuing Certificate <input type="checkbox"/> Professional Certificate <input type="checkbox"/> Provisional Certificate <input type="checkbox"/> Full Vocational/Occupational <input type="checkbox"/> Temporary Vocational Authorization </div> <div style="margin-left: 20px;">  </div> <div style="border: 1px solid black; padding: 10px; width: 30%; text-align: center;"> Legible copy of current teaching credential </div> </div> <div style="margin-top: 20px;"> <input type="checkbox"/> District Holds Annual Authorization – <div style="float: right; text-align: right;"> Copy of current MDE annual authorization issued to school </div> <div style="clear: both;"></div> <div style="margin-left: 40px;"> Expiration date (s)_____ Licensure (if applicable): _____ - Industry Certification(s)_____ - </div> </div> <div style="margin-top: 20px;"> <input type="checkbox"/> Community College Instructor- <div style="float: right; text-align: right;"> Copy of current state licensure Copy of current industry certificate </div> <div style="clear: both;"></div> <div style="margin-left: 40px;"> Other (specify): _____ </div> </div>	<input type="checkbox"/>	<input type="checkbox"/>

Program Criteria	Evidence	Yes	No	N/A
C04 – PARA –PROFFSSIONAL PROFESSIONAL DEVELOPMENT <i>Administrative Guide for Career and Technical Education in Michigan 2004: Section AA.</i> OCTP Priority Level 2 DOES NOT APPLY TO FCS PROGRAMS	Para Professional Development <input type="checkbox"/> Professional Development – Record of professional development activities within the past five-year period, including area of specialty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C05 - SUCCESSFUL COMPLETER INFORMATION DOES NOT APPLY TO FCS PROGRAMS <i>Administrative Guide for Career and Technical Education in Michigan 2004: Section G</i> OCTP Priority Level 2	Program completer <input type="checkbox"/> Written agency policy for identifying a program “completer” is provided (meeting state criteria) – Written program completer policy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Program Criteria	Evidence	Yes	No
C06 - ESTABLISHED ADVISORY COMMITTEE <i>Administrative Guide for Career and Technical Education in Michigan 2004: Section V</i> OCTP Priority Level 2	<p>Advisory committee: meets all criteria Local Program Advisory committee meets the following criteria: ALL MUST BE CHECKED</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> <input type="checkbox"/> Membership roster reflects representatives from the program specific business, industry, and community agencies. <input type="checkbox"/> Membership majority from appropriate Business and Industry. <input type="checkbox"/> Committee Chairperson from Business and Industry. </div> <div style="font-size: 40px; margin: 0 10px;">➔</div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Membership roster and affiliations </div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> <input type="checkbox"/> Committee provides input on planning, development, implementation, operation, promotion, evaluation and maintenance of the program that results in continuous program improvement. <input type="checkbox"/> Meets a minimum of two times per school year – Meeting minutes, minimum of at least two meetings. </div> <div style="font-size: 40px; margin: 0 10px;">➔</div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Meeting minutes, minimum of at least two meetings </div> </div> <p>IN ADDITION FOR FCS ONLY:</p> <p><input type="checkbox"/> One member also sits on the district reproductive health advisory committee. – Reproductive Health Advisory Committee roster.</p> <p>OPTIONAL FOR ALL ADVISORY COMMITTEES:</p> <p><input type="checkbox"/> Parent Representative</p> <p><input type="checkbox"/> Student Representative</p>	<input type="checkbox"/>	<input type="checkbox"/>

Program Criteria	Evidence	Yes	No
C07 -EXPENDITURE OF FUNDS ARE WITHIN ALLOWABLE CATEGORIES <u>Carl D. Perkins, 135, Part C</u> <u>State Aid Section 61a</u> <i>Administrative Guide for Career and Technical Education in Michigan 2004, Section FF</i> OCTP Priority Level 1	Expenditure of funds: within allowable categories Program budget and expenditures are used for: <i>Check only those that apply (Not required to check all boxes to meet criteria):</i> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; width: 40%;"> <input type="checkbox"/> Professional Development <input type="checkbox"/> Instructional Travel <input type="checkbox"/> Purchase/rental of NEW program equipment (not replacement) <input type="checkbox"/> Instructional equipment purchase <input type="checkbox"/> Instructional supplies <input type="checkbox"/> Assessment and Evaluation <input type="checkbox"/> Business and Industry involvement, including advisory committee <input type="checkbox"/> Curriculum development/alignment <input type="checkbox"/> CTSO Organization approved expenses. </div> <div style="font-size: 4em; margin: 0 20px;">}</div> <div style="border: 1px solid black; padding: 10px; width: 20%; text-align: center;"> Program financial records </div> </div> <p>Note: Carl D. Perkins dollars can only be used for equipment for student use, NOT instructional equipment. (i.e. overhead projector)</p>	<input type="checkbox"/>	<input type="checkbox"/>
Program Criteria C08 - FACILITIES Minimum Space requirements as stated in the Administrator's guide 2004 based on enrollment. Refer to document on www.michigan.gov/mdcd <i>Administrative Guide for Career and Technical Education in Michigan 2004: Section U</i> Classroom space: OCTP Priority Level 2	Facilities: meets all criteria The facility supports delivery of a quality program through: <div style="margin-top: 10px;"> <input type="checkbox"/> Classroom square footage, based upon the <u>usable</u> floor space, meets or exceeds program guidelines for the number of students enrolled. – </div> <p style="text-align: right;">Attendance/Enrollment records per course, detailed floor plan of facility with dimensions and pictures.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Program Criteria	Evidence	Yes	No
<p>C09 - CLASSROOM SAFETY:</p> <p>DOES NOT APPLY TO FCS PROGRAMS</p> <p>OCTP Priority Level 2</p>	<p>Safety: meets or exceeds safety standards</p> <ul style="list-style-type: none"> <input type="checkbox"/> Safety procedures are being followed in program for student training. – Student Equipment Safety Training Records <input type="checkbox"/> Program environment meets appropriate regulatory agency safety guidelines (MIOSHA, CDC, FIA, Building inspections) – Safety inspection/procedures/check list 	<input type="checkbox"/>	<input type="checkbox"/>

Program Criteria	Evidence	Yes	No
<p>C11- COURSE INSTRUCTIONAL TIME</p> <p>DOES NOT APPLY TO FCS PROGRAMS</p> <p><i>Administrative Guide for Career and Technical Education in Michigan 2004, Section Q</i></p> <p>OCTP Priority Level 1</p>	<p>Course Instructional Time: meets all criteria (Requirements: 7200 minutes minimum for Health Sciences Pathway, Human Services Pathway, Agriscience and Natural Resources Pathway, and Business, Management, and Marketing Pathway; Engineering, Manufacturing, and Industrial Technology Pathway and Arts & Communications Pathway: 14,400 minutes.) Optimal Minutes: 600 minutes or more per week.</p> <p>Annual Local Delivery:</p> <div data-bbox="583 402 1373 500"> <div> <input type="checkbox"/> 7,200 Min. <input type="checkbox"/> 14,400 Min <input type="checkbox"/> More than 14,400 </div>  <div> Master class schedule </div> </div>	<input type="checkbox"/>	<input type="checkbox"/>
<p>C12 - RECOMMENDED EQUIPMENT</p> <p><i>Administrative Guide for Career and Technical Education in Michigan 2004 Section U</i></p> <p>www.michigan.gov/mdcd Check for each program.</p> <p>Program Specific Equipment: OCTP Priority Level 2</p>	<p>Recommended Equipment: meets all criteria Equipment and technology to deliver a quality Program:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Appropriate technology/equipment is available for curriculum delivery – Equipment inventory <input type="checkbox"/> Resources available for student and instructional use appropriate for the pathway - Copyright dates of Textbooks/software/resources list. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

Program Criteria	Evidence	Yes	No
<p>C13 - STRATEGIES TO ELIMINATE BARRIERS TO PROGRAM ACCESS</p> <p><i>Federal Regulations: Section 504, Title IX, ADA, Title II, Title IV</i></p> <p><i>Carl D. Perkins, 134.6 (8,9)</i></p> <p><i>Elliott-Larsen Act</i></p> <p><i>Administrative Guide for Career and Technical Education 2004: Section AA, and Section GG</i></p> <p>OCTP Priority Level 2</p>	<p>Strategies to eliminate barriers to program access: meets all criteria</p> <p>Program employs strategies to eliminate barriers to program access:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Room arrangement, facility is accessible for all students (including disabled individuals) and includes at least one adjustable workstation. – Invoice or picture <input type="checkbox"/> Curriculum and materials are free of bias – Curriculum materials <input type="checkbox"/> Recruitment strategies are fair and unbiased – Recruitment materials <input type="checkbox"/> Classroom environment is gender fair- Bias free materials <input type="checkbox"/> Program employs strategies to recruit students to programs non-traditional for their gender – Course enrollment data, recruitment materials <input type="checkbox"/> Program enrollment is accessible to all students – Course enrollment demographic data 	<input type="checkbox"/>	<input type="checkbox"/>
<p>C14 - WORK BASED LEARNING</p> <p>DOES NOT APPLY TO FCS PROGRAMS</p> <p><i>Administrative Guide for Career and Technical Education in Michigan 2004: Section X</i></p> <p>OCTP Priority Level 2</p>	<p>Work Based Learning/Co-op/Capstone Experiences: meets all criteria</p> <p>Program-related Work Based Learning enhances program quality through:</p> <p><i>Required:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> At least one CTE work-based learning experience related to each student (EDP) – Class list indicating experience <input type="checkbox"/> Following state guidelines- School district documentation of WBL <p style="text-align: center;"><i>and</i></p> <p><i>Criteria is met if one Work Based Learning experience is checked below:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Cooperative Education experiences Training agreement sample <input type="checkbox"/> Capstone experiences – Local district documentation (ex: permission slip sample) <input type="checkbox"/> Job shadowing – Local district documentation (ex: permission slip sample) <input type="checkbox"/> Field trips – <input type="checkbox"/> Other <p>Describe: _____</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

ADDITIONAL PROGRAM ENHANCING FACTORS

Program Criteria	Evidence	Yes	No
C15 - LEADERSHIP ACTIVITY/CAREER AND TECHNICAL STUDENT ORGANIZATION PARTICIPATION Optional for FCS <i>Administrative Guide for Career and Technical Education 2004: Section W</i> OCTP Priority Level 2	<div style="background-color: #d3d3d3; padding: 5px;">Leadership Activities/Career Technical Student Organization Participation</div> <p><i>Check all boxes that apply:</i></p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 20px;"> <input type="checkbox"/> CTSO memberships <input type="checkbox"/> Community activities <input type="checkbox"/> Student meetings <input type="checkbox"/> Intracurricular activities <input type="checkbox"/> Leadership Activities </div> <div style="font-size: 40px; margin: 0 20px;">➔</div> <div> Membership list, Award Certificates/medals Announcements of activities Meeting minutes, chapter reports Curriculum materials (Participants in regional/state/national leadership conference.) </div> </div>	<input type="checkbox"/>	<input type="checkbox"/>
C16 - POSTSECONDARY-SECONDARY ALIGNMENT/LINKAGES DOES NOT APPLY TO FCS PROGRAMS <i>Carl D. Perkins, 202, A9(1), 204, C(1)</i> <i>Administrative Guide for Career and Technical Education 2004: Section S</i> (If a Tech Prep Program: OCTP Priority Level 2)	<div style="background-color: #d3d3d3; padding: 5px;">Postsecondary – Secondary Alignment Linkages: meets all criteria</div> <p>Required if Tech Prep Program:</p> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;"> <input type="checkbox"/> Current valid formal Tech Prep Articulation Agreement(s) between the program and community college(s) and/or 4-year institutions for the program area – </div> <div> Articulation agreement copy, dated and signed within the last year. </div> </div> <p><i>Check only those that apply (optional):</i></p> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;"> <input type="checkbox"/> Opportunities of concurrent enrollment in secondary and postsecondary courses – <input type="checkbox"/> Direct Credit – <input type="checkbox"/> Dual Enrollment – <input type="checkbox"/> Apprenticeships – <input type="checkbox"/> Industry Certifications – </div> <div> Articulation agreements Articulation agreements District agreements Apprenticeship documentation Curriculum documents </div> </div>	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>

Program Criteria	
C17 - UNIQUE PROGRAM FEATURES	Please tell us about additional factors not considered in other areas of checklist:
C18 - TECHNICAL ASSISTANCE	Please identify your needs to enhance the quality of your program.

I certify that the attached program review is accurate. **Evidence to substantiate the above review is available and can be reviewed upon request.**

Building CTE Administrator's or Designee Signature	
Building CTE Administrator's or Designee Name Printed	Title
Address (street, city, zip)	
Phone Number	Email

Teacher(s) Signature(s)	
Teacher Name Printed	Title
Address (street, city, zip)	
Phone Number	Email

PAGE MAY BE DUPLICATED FOR ADDITIONAL TEACHERS IN PROGRAM

Advisory Committee Chair Signature	
Advisory Committee Chair Printed Name	Title
Address (street, city, zip)	
Phone Number	Email